REGULAR MEETING OF THE ADMINISTRATIVE BOARD OF **NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 25th day of May 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman

Commissioner Wright H. Ellis, Vice-Chairman

Commissioner Steve Broderick Commissioner Joel M. Maerten

Commissioner Mark C. Crocker EXCUSED:

Commissioner Lee Wallace

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1

> Suzanne-Marie C. Fulle, NCSD #1 Joanne M. Teixeira, NCSD #1

John T. Timkey, Chief Operator, NCSD #1

Anthony J. Nemi, Liaison, Niagara County Legislature

P. Andrew Vona, Attorney for District Robert P. Lannon, GHD Consulting Services Teresa Misiti, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Joel Maerten, it was resolved that the minutes of the April 27, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright Ellis and seconded by Steve Broderick, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

VENDOR	DESCRIPTION	<u>AMOUNT</u>
Bytronics	Digging Notifications	21.60
Dig Safely	Digging Notifications	57.00
Frontier	Mapleton Rd PS	57.52
National Fuel	Plant	2,376.60
National Fuel	Shawnee Road PS	100.55
National Fuel	Townline Road PS	173.12
National Grid	East Canal PS	990.93
National Grid	Mapleton Rd	174.68
National Grid	Moyer Lift	89.27
National Grid	Plant	8,472.73

National Grid	Shawnee Road PS	190.19
National Grid	Tonawanda Creek Rd PS	475.55
National Grid	Townline Road	647.58
National Grid	2044 Niagara Falls Blvd (meter)	21.52
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Ton Creek Road (Dec 2015, Jan, & Feb 2016)	713.32
Niagara County Public Works	Elec Supply - Mapleton PS (Jan, Feb & March 2016)	296.85
Niagara County Public Works	Elec Supply - East Canal PS (Jan, Feb & March 2016)	2,144.06
Niagara County Public Works	Elec Supply - Moyer Lift (Jan, Feb & March 2016)	69.13
Niagara County Public Works	Elec Supply - Shawnee Rd (Jan, Feb & March 2016)	229.19
Niagara County Public Works	Elec Supply - Townline Rd (Jan, Feb & March)	1,059.47
Niagara County Public Works	Elec Supply - Plant (Jan, Feb & March 2016)	26,774.67
Niagara County Public Works	Elec Supply - Rapids Road (January & February 2016)	375.86
NYSEG	Rapids Rd PS	1,221.71
QLT	Townline Rd PS	13.35
Time Warner	Internet	757.59
Town of Pendleton Water	East Canal Rd PS	60.30
Town of Pendleton Water	Tonawanda Creek Rd PS	11.00
Verizon	East Canal	25.14
Verizon	Plant	136.51
Verizon	Moyer Lift PS	25.16
Verizon	Rapids Rd PS	25.23
Verizon	Shawnee Road PS	24.83
Verizon	Tonawanda Creek Rd PS	29.50
Verizon	Townline Road PS (2 months)	50.31
Verizon Wireless	Cellular Phones	46.14
WNY Occupational Medicine	Physical & Drug Testing	194.00

TOTAL \$ 48,153.18

TO BE PAID

VENDOR	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied 100	First Responder Supplies	100.65
Alpha Analytic, Inc.	Lab Analysis	634.30
AmeriPride	Carpet Floor Protection	89.50
Bison Laboratories, Inc.	Sodium Hypochlorite	2,988.32
Blodgett, Thomas	Travel Mileage	105.30
Drescher & Malecki	2015 General Audit Costs	3,600.00
Evoqua	Lab Grade Water	437.27

Federal Express	Overnight Water Samples	70.81
Ferchen, Mark	2016 Clothing Allowance	400.00
Fisher Scientific	Laboratory Supplies	153.45
GHD	April Monthly Retainer	750.00
GHD	2016 O&M Projects (Project #11119361)	27,000.00
	Misc. Project Assistance - Scada Support (Project	
GHD	#630191)	3,633.50
GHD	Flow Study Implementation (Project #631132)	2,735.00
GHD	Wet Weather Operating Plan (Project #631132)	3,740.00
GHD	NCSD 2015 District I&I Project	3,085.00
Irr Supply Centers	Maintenance Supplies	61.01
Lock City Supply	Maintenance Supplies	670.93
Modern Corporation	Dumpsters	175.27
Mollenberg-Betz (Custom Sheet	Influent PS Screen Room Ventilation Project -	
Metal Contracting, LLC)	Final Payment	18,429.86
Musial, Gene (Ryan's Exterminating		
Co)	Spray Filter Building	160.00
Napa Auto	Batteries (2)	359.21
NYSDEC	Annual Permit Fee for Vac Truck	500.00
Praxair	Maintenance Supplies	109.28
PVS Technologies	Ferrous Chloride	4,140.28
Republic Services	Recycling Service - May & June 2016	73.07
Republic Services	Sludge Disposal	15,915.12
Rexel	Replacement LED Lamp	381.90
Sampson Cleaning Services	April 30, May 7, 14, 21	280.00
Service Bearing & Transmission	Belt	88.89
Staples	Office Supplies	23.02
Superior Lubricants	Lithium Grease	534.87
Teixeira, Joanne	Travel Mileage	24.69
	Bond Reimbursement & Reimbursement of	
Town of Lockport	Admin Fees	138,642.70
Vona, P. Andrew	Monthly Retainer-April 2016	2,500.00
VWR	Laboratory Supplies	621.96
Water Environment Federation	Egon Knaebe Operator Renewal Membership	117.00
	Safety glasses, generator panel lamps, padlock,	
WW Grainger	actuator (2), hip waders, maintenance supplies	2,951.06
ZEP Sales & Service	Hand Cleaner	171.90

TOTAL \$ 236,455.12

TOTAL FORWARDED TOTAL APPROVED O&M GRAND TOTAL APPROVED \$ 48,153.18 <u>236,455.12</u> \$ 284,608.30 This motion was carried.

Review of the April 2016 Financial Report showed an Operation and Maintenance balance of \$9,764,047.72.

Upon motion duly made by Steve Broderick and seconded by Joel Maerten, it was resolved that the Sewer District's April 2016 Financial Report be approved as presented. This motion was carried.

Communications:

There is nothing new to report this month.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Plant and Pump Station Driveway Sealing Quotes - Mr. Timkey reported that the asphalt at the treatment plant and seven pump stations need require sealing. He stated that the District received four quotes for the work and requested Board authorization to accept the low bid from Buffalo Road Marking, Inc. for the sealing of the asphalt at the treatment plant and seven pump stations in the total amount of \$11,500.00.

Upon motion duly made by Joel Maerten and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to accept the low bid from Buffalo Road Marking, Inc. for the asphalt sealing at the treatment plant and seven pump stations in the total amount of \$11,500.00. This motion was carried.

b. Flow Meter Replacement for Alfa Laval Centrifuge Sludge Feed - Mr. Timkey reported that the flow meter for the plant's Alfa Laval centrifuge sludge feed is failing and needs to be replaced. F.W. Webb is sole source for this Endress & Hauser OEM equipment. Mr. Timkey requested Board authorization to purchase the OEM flow meter from Endress & Hauser c/o F.W.Webb Company at the cost of \$4,098.08 plus shipping and handling.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to purchase the Endress & Hauser Promag Flow Meter OEM replacement for the Alfa Laval centrifuge sludge feed which includes the grounding disc and cable kit from Endress & Hauser c/o F.W.Webb Company at the cost of \$4,098.08 plus shipping and handling. This motion was carried.

Administrative Directors Report:

- a. 2017 Budget Schedule Mr. Blodgett reported that the 2017 Budget schedule is already upon us and that he will present a tentative Budget to the commissioners in July, and then the final tentative budget for Board approval in August. Mr. Blodgett reported that the District's proposed departmental 2017 Budget is due to be submitted to the Niagara County Budget office no later than September 9, 2016.
- b. Union Negotiations Update Mr. Blodgett updated the Board on union negotiations and reported that Niagara County representatives met with Teamster representatives for contract negotiations on May 3, 2016. He stated that another negotiations meeting is scheduled for June 9, 2016. Mr. Blodgett indicated he would update the Board as the negotiations process progresses.
- c. Truck Surplus Mr. Blodgett requested Board authorization to declare the District's 2009 Ford F-150 truck as surplus inventory as we have received the replacement vehicle, a 2016 Ford Explorer, and the Ford F-150 is no longer needed for District use.

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to declare the District's 2009 Ford F-150 truck (VIN 1FTRF14W69KB25841) as surplus inventory as we have received the replacement vehicle, a 2016 Ford Explorer. This motion was carried.

With the Ford F-150 declared as surplus inventory, Mr. Blodgett requested Board approval to work with County Purchasing Department to sell the District's 2009 Ford F-150 truck on Auction's International with a set reserve at \$10,000.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to work with County Purchasing Department to sell the District's 2009 Ford F-150 truck (VIN 1FTRF14W69KB25841) declared as surplus inventory on Auction's International with a set reserve at \$10,000. This motion was carried.

d. Wastewater Services Agreements - Mr. Blodgett reported that he has been working with the District's Attorney, Andy Vona on both the NFTA and Ceres wastewater service contracts. Mr. Blodgett stated that after sending the NFTA their revised contract, the NFTA requested the District set the rates for a 3 year period for their annual budgeting purposes. Mr. Blodgett requested Board approval to set the NFTA rates for 2016 at the previously Board adopted rate of \$3.918/1,000 gallons, and set the increases for the remaining years of the contract at the Board adopted rate for each year or at a one and one half percent (1.5 %) max cap whichever amount is less.

Upon motion duly made by Steve Broderick and seconded by Wright H. Ellis it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to set the NFTA rates for 2016 at the previously Board adopted rate of \$3.918/1,000 gallons, and set the increases for the remaining years of the contract at the Board adopted rate for each year or at a one and one half percent (1.5 %) max cap whichever amount is less. This motion was carried.

Mr. Blodgett stated that Ceres was also sent a new revised contract proposal on February 29, 2016 as their original contract expired several years ago, and after several attempts to contact them to renegotiate said contract, we have still not received a response. Mr. Blodgett stated that the terms for payment on their expired contract was tied to the consumer price index and that the District is still invoicing based on those payment terms. Mr. Blodgett indicated that payment for the previous years services were paid by Ceres in full. Mr. Blodgett stated that Ceres maintains their own equipment, but the old contract did not have provisions in it to allow the District to shut down our process water system in case of routine maintenance or in an emergency situation. Mr. Blodgett requested Board approval to

work with Mr. Vona to send a certified letter to Ceres Crystal Industries, Inc. stating that the District will not continue to provide services based on the terms of the expired contract, and that unless a new contract is immediately executed, the District may elect to either bill for services at different set rates adjusted annually or to discontinue services without further notice.

Upon motion duly made by Wright H. Ellis and seconded by Joel Maerten it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to work with the District's Attorney, Mr. Vona, to send a certified letter to Ceres Crystal Industries, Inc. stating that the District will not continue to provide services based on the terms of the expired contract, and that unless a new contract is immediately executed, the District may elect to either bill for services at different set rates adjusted annually or to discontinue services without further notice. This motion was carried.

e. Personnel - Operator Retirement - Mr. Blodgett reported that he and Mr. Timkey received a letter from Mark Ferchen, a 3A Plant Operator, informing the District of his retirement as of June 7, 2016. Mr. Blodgett stated that he would like to recommend a resolution for the Board to acknowledge and honor Mr. Ferchen's 38+ years of dedicated service to the District and request Board approval to canvass off of the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list.

Upon motion duly made by Wright H. Ellis seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for a resolution for the Board to acknowledge and honor Mr. Ferchen's 38+ years of dedicated service to the District and Board authorization to canvass off of the Niagara County Civil Service Wastewater Treatment Plant Operator Trainee list. This motion was carried.

Engineering Report:

- 1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED None

- 2. Flow Study Implementation Project (GHD Project No. 631132)
 - Draft report reviewed by NCSD. Final report being prepared for submission to DEC before June 1.
 - BOARD ACTION REQUESTED None
- 3. Wet Weather Operating Plan (GHD Project No. 631132)
 - Draft report reviewed by NCSD. Final report being prepared for submission to DEC before June 1.
 - BOARD ACTION REQUESTED None
- 4. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - Project underway.
 - BOARD ACTION REQUESTED None
- 5. 2015 SPDES Compliance Annual Updates (GHD Project No. 11110349)
 - MMP Annual Update Report submitted to DEC on March 30th.
 - BOARD ACTION REQUESTED None
- 6. 2016 O&M Projects (GHD Project No. 11119362)
 - Draft design complete and comments received from NCSD. To advertise the week of May 23rd.
 - BOARD ACTION REQUESTED None
- 7. Interceptor Sewer System Hydraulic Model Development Project (GHD Project No. 11119601)
 - Proposal for Professional Engineering Services.
 - BOARD ACTION REQUESTED Discuss/consider authorization of proposal

Mr. Lannon presented to the Board a proposal for the District's Interceptor Sewer System

Hydraulic Model Development as presented in their letter dated May 25, 2016. The intent of the project is to develop a calibrated interceptor system hydraulic model that can be used by the NCSD #1 moving forward as a tool to evaluate flows in the system, as well as to determine the impact on those flows from infiltration and inflow (I/I) removal efforts and the compounding effect of new industry and development. Mr. Lannon stated that the further calibration of the model will be completed after future collection of additional flow data and will be the subject of a subsequent proposal. Mr. Blodgett stated that he had budgeted \$150,000 in the 2016 engineering budget line for this project. Mr. Lannon requested Board

consideration to accept GHD's District's Interceptor Sewer System Hydraulic Model Development proposal in the total amount of \$139,700.00.

Upon motion duly made by Wright H. Ellis seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves GHD's District's Interceptor Sewer System Hydraulic Model Development proposal in the total amount of \$139,700.00, contingent upon a review of the proposal fee breakdown as requested by Vice-chairman Wright Ellis. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

a. 2016 Town I/I Requests - Chairman Cliffe and Mr. Blodgett reminded all of the supervisors who have I/I projects in the works to submit their paperwork prior to the end of the year in order to receive their individual town's allocated I/I funds for this year. Mr. Blodgett stated that the project needs to be brought to the Board for approval first, and that the member town would then provide a paid invoice for the completed work (Board Approved) to the District in order for us to reimburse for the \$20,000 allocation.

Adjournment:

Upon motion duly made by Joel Maerten and seconded by Steve Broderick the meeting adjourned at 4:50 p.m.